

DUTY STATEMENT

DS 3022 (11/2017)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
FAIRVIEW DEVELOPMENTAL CENTER
ADMINISTRATION****DUTY STATEMENT****JOB TITLE:** Office Technician - Typing**POSITION #:** 472-323-1139-002**WORKING TITLE:** Office Technician**EMPLOYEE:**

POSITION DESCRIPTION: Under the direction of the Staff Service Manager II, performs a variety of the most difficult clerical duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned work tasks. Positions at this level regularly require detailed and sensitive public contact and /or independent origination of correspondence involving the knowledge and application of accounting functions, accounting procedures, detailed regulations, facility policies and procedures. Good judgment and the ability to communicate effectively are of primary importance at this level. This position will be required to communicate with Headquarters Accounting staff and Fairview Developmental Center vendors. Knowledge of Microsoft Office suite (Word and Excel) is paramount to ensuring success in daily duties. This position will be responsible for performing tasks in a variety of locations, including the Trust Office, Accounting Office, Personnel Office, and Clinical Information.

SUPERVISION EXERCISED: None.**SUPERVISION RECEIVED:** Reports to, and under general direction of, SSM II.**EXAMPLES OF DUTIES:**Essential Job Functions:

35% Typing, including but not limited Purchase orders (P.O.), Service orders (S.O.), filing, photocopying, faxing and other routine office clerical tasks, in various offices within the facility, as directed. Prepare correspondence including but not limited to sending invoices, P.O, and S.O. to vendors and Headquarters Accounting. Staff will be required to identify and resolve accounting issues under the direction of the SSM II. Prepare reports as needed or requested. Maintain office files, including, but not limited to, purchase/service order and contract files as well as required vendor information. Communicate with vendors to ensure that all documentation is obtained in order to process payments.

30% Cashier Duties including custody of pay warrants, sort monthly payroll checks according to the warrant release orders, Review and audit claims and reimbursements in CalATERS, according to DDS policy and procedures and SCO established guidelines Receives and prepares receipts for all incoming funds. Posts and balances Cash Receipt books. Verifies and issues funds for Cash Requests. Prepares bank deposits Post to Cash State journal all deposits during the month to summarize individual account abatement, revenue, appropriation reimbursement, unclear collection, etc. Submit monthly recapitulation of accounts to HQ.

- 20% Maintain and input information/data into various computerized databases/spreadsheets. Abstract data from databases in various report formats, such as but not limited to Fi\$Cal database to research and respond to inquiries on payment status for invoices, bills, etc.
- 5% May record and transcribe minutes for various facility committee and ad hoc meetings. Copy, distribute, and file as directed/instructed.
- 5% Reconcile funds for RBF and Trust, including monthly Bank reconciliation for HQ. May maintain petty cash drawer, following procedures for reconciliation of cash intake and outflow.
- 5% Complete reports and/or logs of various activities as directed for HQ, staff and vendors. Other duties as determined appropriate by the SSM II.

TYPICAL WORKING CONDITIONS: Ongoing interaction with internal and external staff. Position requires ability to analyze work situations effectively and ability to exercise professional diplomacy in all aspect of the accounting operations. Must be able to effectively problem solve, provide accurate and verifiable information, multi-task, and maintain collaborative working relationships.

CERTIFICATION OR LICENSE: Valid typing certification with passing score of 40 words per minute.